

The Tempe Way



MISSION:

To make Tempe the best place to live, work and play.

VALUES:

People... Integrity... Respect... Openness... Creativity... Quality...

CLAIMS OFFICER - LIABILITY

Purpose:

To actively support and uphold the City's stated mission and values. To perform a variety of complex work involved in the administration and implementation of the City's liability claims program including investigating and negotiating public liability claims.

Supervision Received and Exercised:

Receives direction from the Assistant Financial Services Director or from other supervisory or management staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Recommend goals and objectives; assist in the development of policies and procedures.
- Conduct investigations of accidents, incidents, or other occurrences involving City property, vehicles or personnel resulting in personal injury or property damage; interview principals and witnesses.
- Prepare recommendations on and write detailed reports of investigations and inquiries outlining methods, procedures, events, evidence, activities, and results.
- Negotiate and prepare claims settlements and determine City liability based on evaluation of injuries, medical reports, bills, estimates, and related facts; deny claims when investigation proves warranted.
- Investigate and pursue possible subrogation cases to recover monies expended from the self-insurance fund.

CITY OF TEMPE

Claims Officer - Liability (continued)

- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures.
- Give and receive information requiring considerable judgment and authority regarding current claims against the City.
- Confer with legal counsel in litigation against the City; assemble necessary documents, evidence and exhibits.
- Ensure efficient processing, monitoring, and filing of claims related forms and records; compile monthly reports of claim expenses and claims status.
- Locate, direct and coordinate repairs and corrections of potential liability hazards to the City.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible experience in claims investigation and adjustment, preferably in municipal claims.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in insurance, accounting, finance, business or a related field.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 104.

Job Code: 1810

Salary Range: 33

Compensation Plan: P40 / Regular

FLSA: Exempt